



INTERMEDIATE TYPIST CLERK
Nursing Item Control (NIC)/Nursing HR Office
VACANCY ANNOUNCEMENT

LAC+USC Medical Center is currently seeking a highly qualified individual to fill an **Intermediate Typist Clerk** vacancy within **Nursing Item Control (NIC)/Nursing HR Office**. Position allocated to this class performs specialized clerical duties requiring knowledge of specialized subject matter and specialized clerical functions involved within the NIC/Nursing HR Office.

DESIRABLE QUALIFICATIONS

- ❖ Six months office clerical typing experience, one year of which must have been in a specialized clerical capacity.
- ❖ Excellent customer service, strong written and oral communication skills.
- ❖ Computer literate/skills in Microsoft Office.
- ❖ Ability to work effectively and productively.
- ❖ Ability to maintain confidentiality and security of sensitive information.
- ❖ Flexibility and willingness to adapt to various changes in work flow and procedures.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- ❖ Maintains confidentiality of personnel records.
- ❖ Screens, prioritizes, routes, distributes and records correspondence as needed.
- ❖ Under the direction of her/his supervisor, verifies data sources for accuracy when necessary and appropriate related to functions/activities in NIC/HR Office.
- ❖ May exercise minor supervision over the work of others.
- ❖ Processes personnel documents according to predetermined and specialized procedures for such purposes of recording/updating and maintaining employees' profiles and demographics in the NIC data base(s) and share folders in a timely manner.
- ❖ Under the direction of her/his supervisor, will prepare NIC/Nursing HR statistical reports, special assignments, complex charts, develop forms and similar documents requiring extreme accuracy or independent judgment in selecting materials.
- ❖ Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties.
- ❖ Supports Nursing Administration.

Must be currently on the Intermediate Typist Clerk Item – OR – be reachable on a Los Angeles County Intermediate Typist Clerk Certification List.

Interested applicants should submit a letter of interest, resume, copies of their last two performance evaluations, and a copy of their time records for the past 24 months to:

LAC+USC Medical Center
Nurse Recruitment & Retention Center
Inpatient Tower – Room C2C112
Telephone: (323) 409-4664
Fax: (323) 441-8039
EOE/Posted 1/24/14

Resumes will be accepted until the needs of the department are met.
Resumes will be reviewed and highest qualified candidates will be contacted for interviews.

THIS IS NOT A DHS EXAMINATION BULLETIN